Excel- Basic & Intermediate

Excel Introduction

- An overview of the screen, navigation and basic spreadsheet concepts
- Various selection techniques
- Shortcut key

Date and Time Functions

- Today, now
- Day, month, year
- Date, datedif, dateadd
- EOMonth, Weekday

Customizing Excel

- Customizing the ribbon
- Using and customizing autocorrect
- Changing excel's default options

Advance Paste and Special Techniques

- Paste formulas, Paste Formula
- Paste Validations
- Transpose tables

Using Basic Function

- Using function- Sum, Average
- Max, Min, Count, Counta
- Absolute, Mixed and relative referencing

Formatting and Proofing

- Formatting cells with number formats, Font formats,alignment, borders etc.
- Basic conditional Formatting

Mathematical Functions

- SumIf, SumIfs CountIf, CountIfs AverageIf, AverageIfs

Protecting Excel

- File level protection
- Workbook, worksheet protection

Text Function

- Upper, lower, proper
- Left, mid, right

- Trim, len, exact
- Concatenate
- Find, substitute

Chart Function

- New charts - tree map & waterfall
- Sunburst, box and whisker charts
- Combo charts – secondary axis
- Adding slicers tool in pivot & tables
- Using power map and power view
- Forecast sheet
- Spark lines - line, column & win / loss
- Using 3D map
- New controls in pivot table - field, items and sets
- Various time lines in pivot table
- Auto complete a data range and list
- Quick analysis tool
- Smart lookup and manage store

Sorting and Filtering

- Filtering on text, numbers & colors
- Sorting options
- Advanced filters on 15-20 different criteria(s)

Printing Workbooks

- Setting up print area Customizing headers & footers Designing the structure of a template Print titles – repeat rows / columns

Advance Excel

What IF Analysis

- Goal seek
- Scenario analysis
- Data tables (PMT function)
- Solver tool

Logical Functions

- If function
- How to fix errors - Iferror
- Nested If
- Complex if and or functions

Date Validation

- Number, date & time validation
- Text and list validation
- Custom validations based on formula for a cell
- Dynamic dropdown list creation using
- Data validation – dependency list LOOKUP FUNCTIONS

Vlookup / Hlookup

- Index and match
- Creating smooth user interface using lookup
- Nested Vlookup
- Reverse lookup using choose function
- Worksheet linking using indirect
- Vlookup with helper column

Pivot Tables

- Creating simple pivot tables
- Basic and advanced value field setting
- Classic pivot table
- Grouping based on numbers and dates
- Calculated field & calculated items ARRAYS FUNCTIONS
- What are the array formulas, use of the array formulas?
- Basic examples of arrays (using ctrl+shift+enter)
- Array with if, len and mid functions formulas
- Array with lookup functions
- Advanced use of formulas with array

Charts and Slicers

- Various charts i.e. bar charts / pie charts / line charts
- Using slicers, filter data with slicers
- Manage primary and secondary axis

Excel Dashboard

- Planning a dashboard
- Adding tables and charts to dashboard
- Adding dynamic contents to dashboard

VBA MACRO

Introduction to VBA

- What is VBA?
- What can you do with VBA?

- Recording a macro
- Procedure and functions in VBA

Variables in VBA

- What is variables?
- ☐ Using non-declared variables
- ☐ Variable data types
- ☐ Using const variables

Message and Input Box Functions

- Customizing message boxes and input box
- Reading cell values into messages
- Various button groups in

VBA IF and Select Statements

- Simple If statements
- ☐ The Elseif statements
- ☐ Defining select case statements

VBA Looping in VBA

- Introduction to loops and its types
- The basic do and for loop
- Exiting from a loop
- Advanced loop examples

Mail Functions– VBA

- Using outlook namespace
- Send automated mail
- Outlook configurations, MAPI

Worksheet/ Workbook Operations

- Merge worksheets using macro
- Merge multiple excel files into one sheet
- Split worksheets using VBA filters
- Worksheet copiers - Interview prep